**A2: submission of research (sources)**

**DUE AT YOUR CONFERENCE APPOINTMENT ON THURSDAY 7/21 OR FRIDAY 7/22**

*IMPORTANT INFORMATION*

*You must submit PRINTED COPIES of you sources, such as printouts from the computer and photocopies. Digital copies alone are unacceptable. You will also have to hand in printed copies of your sources with your final draft and portfolio, so you might as well just print them now. You may bring extra sources (beyond 6-10 required) in digital format.*

General Information & Instructions to Get Started

Do not—I repeat, do *not*—rush ahead and try to do your research on your own before you understand *very clearly* what the restrictions, limitations, and requirements are for your research (sources) for this project or before I have taken you to the computer lab and/or library to teach you the proper strategies to use and steps to follow when doing research. I promise you that you will only waste your time and energy by surging ahead—everything I will teach you this unit is designed to make the process of researching and writing the research paper the most efficient, effective, and time- and energy-conserving as is humanly possible. Research is my “thing”—my area of expertise—and after doing this stuff for over 16 years, I’ve learned a thing or two about doing the best research possible in the shortest amount of time possible *without* freaking out, getting overwhelmed, losing sleep, or otherwise killing myself to get the work done.

For A2, you will simply be required to *do* your research and then present it to me in a semi-formal, comprehensive manner. This assignment is *worth a lot of points* and each element of the assignment counts—so follow directions carefully and double-check everything to make sure you’ve done what you need to do. I have very little patience with those who overlook instructions that are clearly presented to them, so expect me to be strict about this. Research and documenting research accurately and responsibly is all about being meticulous and paying close attention to the details. If you don’t learn to do this stuff right, you may pay for it enormously later when you plagiarize something unintentionally. I’m really mean and strict and a huge pain in the butt when it comes to this stuff, and you might even hate me a little over the next few weeks. But that’s okay with me as long as you learn this stuff and go on to write more and more successful research papers.

When you do your research to find your sources, consider the following…

1. Pay attention in class when we talk about research questions, key terms, and correct vocabulary—all of these will make doing your research infinitely easier and less stressful. DO NOT SKIP THE PREPARATION WORK!
2. Look at the lists in this handout to make sure that all your sources are **acceptable and meet restrictions and requirements.**
3. Locate **approximately 3 times the number of sources** that you actually need for your paper. You must have a minimum of 5 sources and maximum of 8 for this paper—so that means you should **begin with about 15-24 sources.**  (Yes, I am serious.)

I have provided detailed instructions for choosing, copying, and submitting your sources below, where I have also listed what kinds of sources are and are not appropriate and/or acceptable and what combinations of sources are and are not acceptable. **If you do not follow these directions and adhere to the restrictions and requirements, you will get a zero for each source presented incorrectly or incompletely, is unacceptable for this project, is not copied properly, is missing some or all citation information, and/or if you have fewer than the 6 minimum required sources.** I expect that you might make a few mistakes in your citation, but there is no excuse for not following the directions on this handout closely and carefully.

On a final note, you may begin reading your sources right away, but **do not begin writing until you get my approval.** Depending on what you bring to me, you may be able to move on right away or you might have to do more research.

Specific Requirements of Research Paper Portfolio

Your research paper will be 4-5 pages long, formatted correctly according the guidelines in the syllabus – double-space, one-inch margins, etc. Include a complete and accurate Works Cited page (bibliography) at the end of your paper (no, this does not count as one of the 4-5 required pages). When you hand in your final draft and portfolio, you will submit a copy of every source used/cited in your paper, with all information and quoted text clearly highlighted and/or underlined. (This is so I can check to make sure you are citing correctly.) Because you will hand in your sources with your final draft, you need to make sure you make copies of and/or print copies of each of your sources. See the lists below to learn about which sources are appropriate and how to prepare acceptable copies of each one.

Critical Definitions & Clarifications

***Major (Required) Source:*** These are listed below under acceptable sources. Your 5-8 required sources must ALL be acceptable ones.

***Reference Source:*** Reference sources have a little information about a wide range of topic or things—just the basic stuff. Reference sources include dictionaries, thesauruses, and encyclopedias. You may use reference source articles in your paper but these do NOT count among your 5-8 required (major) sources. Major sources are identified on the list of acceptable sources below.

***Open Web Source:*** Theseinclude ONLY the websites and pages you can find by using a search engine or directory that everyone who has access to the Internet can also use for free. Anything you find through the MSU Libraries website and in the article databases MSU subscribes to are NOT open web sources because they are not “open” to everyone—they are only open to current MSU students, whose tuition dollars pay for their access to these databases. **What you find using *Google* or *Yahoo!*, for example, ARE open web sources because their use and access to search results is free and available to everyone.**

***Print Source:*** Most often these sources do NOT actually appear in print or we can’t find them in their print forms because libraries generally subscribe to online databases of articles from print sources that have been scanned and digitized rather than buying the paper copies. **Anything you do NOT find on the OPEN WEB using a search engine that anyone could use like *Google is probably a “PRINT” source***.Examples include books, e-books, articles in any periodical, published interviews, and journals that exist only online (you have to pay for access to them). The only sources that are “web” sources are the *open web sources* that I described above—only the stuff you can find using a common search engine or directory.

***Media Source:*** These sources are **ones you don’t print and read but instead** **listen to or watch**. Media sources include things like CDs, CD-ROMs, DVDs, podcasts, and other audio and video sources.

***Field/Primary Source:*** These sources you can’t find in the library or online at all. That’s because it is YOU who generates the data. Primary or field research includes things like lab experiments, surveys, interviews, observations, and so on.

Research (Source) Instructions, Requirements, Limitations

Requirements for Sources: 5 minimum and 8 maximum major sources

Major sources are listed below under acceptable sources

Reference sources are NOT major/acceptable sources but you can use them if you have enough major/acceptable sources already

Restrictions Regarding Source Types: Must demonstrate reasonable variety—at least 3 different types of sources

Of 5-8 required major sources, *ONLY ONE CAN BE AN OPEN WEB SOURCE*

Can be any combination of types of sources; only restriction is no more than one from the open web

Acceptable Types of Sources: PERIODICALS: newspaper, magazine, and journal articles

OPEN WEB: articles, sites, info from credible, trustworthy online sources

BOOKS: sections or chapters books published within an acceptable date range

INTERVIEWS: personal, by email or phone, published

MEDIA: instructional, educational, informative CDs, CD-ROMs, audio recordings, podcasts, documentaries (film), etc.

TV/RADIO/WEB NEWS: programs and/or stories by *reputable* news sources

GOVERNMENTS/ORGANIZATIONS: reports, documents, proposals, brochures/pamphlets, guides, graphics, images, data, statistics, etc.

WEB SITES/PAGES: as long as they are credible and trustworthy, these are okay

FIELD RESEARCH: just has to be approved by me first

REFERENCE: encyclopedias, dictionaries, thesauruses, etc. are not major sources

Unacceptable Types of Sources: REVIEWS: do *not* use book or film reviews—find the book or film *itself*

EXTREMELY BRIEF ARTICLES: 1-5 paragraph news articles or announcements often contain very little useful information; there is better stuff out there

PRESS RELEASES/PR ANNOUNCEMENTS: usually just 1 paragraph long; vague

ABSTRACTS/SUMMARIES: use the sources *themselves*, not summaries of them

POOR OPEN WEB SOURCES: websites/pages that are untrustworthy

ANYTHING NOT IN ENGLISH: sorry—I have to be able to read it to make sure you

are quoting, paraphrasing, summarizing, and citing correctly!

  Acceptable Copies of Sources: Original copies of all sources ONLY—print directly from the source!

Complete copies of all sources ONLY—continuous or complete sources, NOT simply sections/parts or discontinuous pages from sources

Printouts from article databases

Printouts of actual websites, pages, articles, or other open web sources

Printouts of e-books (sections or chapters) if possible

Photocopies of anything from a print source (like a book)

Photocopies of fronts and backs of any media source (CD, DVD, film, etc.)

Photocopies of any interview, observation, field notes, etc. and/or emails

If paper copies are not available/possible, talk to me

Unacceptable Copies of Sources: Anything that has been copied and pasted into Word from a source

Anything that is incomplete, such as only parts of sources or random pages

Anything except the most official copy of each source that you can get

Anything not in ENGLISH (sorry guys!)

Instructions for Submitting Your Sources for Approval

When you submit your sources, you MUST follow these instructions and meet these requirements. You will lose points if you don’t.

1. From your initial 15-24 sources, **narrow down to the 6-10 sources** you think are the best ones and bring these to me on the day your sources are due for approval.
2. Before you bring your sources to me for approval, be absolutely sure that yours are all **acceptable sources** (see below), that you have **2-3 different kinds of sources**, and that you have **acceptable copies** of each source with the **proper citation information written on the first page** of eachsource.
3. On each source/copy, **highlight all of the citation information already found on the copy of the source and hand-write in any missing elements. Being sure to use the *Brief McGraw-Hill Handbook* to help you** (part 4, starting at chapter 21 is all about MLA). Use the list on pp. 224-226 of your handbook to find out what citation information you should include for each source. The fold-out pages at the beginning of the MLA section of your handbook and the library tutorial video called “Scholarly, Popular, or Trade” will help you locate and identify the proper information.
4. Staple each source separately. Your copies should be organized, neat, and easy to read.

Keep & Save All of Your Sources!

When you hand in your final draft of your research paper, you will also re-submit your official, acceptable copies of all sources along with your paper. Anything you quote, paraphrase, borrow, summarize or otherwise include in your paper MUST BE CLEARLY HIGHLIGHTED on each source or you will lose major points on your final grade for this paper portfolio. I will remind you of this.

Additional Tips About Sources, Research & Writing Your Paper

***ALWAYS FAVOR PDFs:*** In the library’s article databases (ProQuest, Academic OneFile, etc.), always choose the PDF versions of articles if they are available; if there is no PDF, then use the “full-text” version. PDFs are always better because they are scanned from the actual publication and therefore include any pictures, images, charts, maps, or other graphics while full-text versions usually provide only the text (words). PDFs are also easier to cite.

***CREATE CITATIONS IMMEDIATELY:*** As soon as you know you want to use a source, create your works cited entry immediately. This will save you time because you will be able to create your in-text citations more easily and you won’t have to search for citation information at the last minute.

***USE YOUR HANDBOOK:*** Save yourself time and stress by using the MLA section of your handbook to create properly formatted, complete, and accurate citations and to find citation instructions.

***GET READING RIGHT AWAY:*** As soon as your sources have been approved, jump right into reading your sources carefully. Do not waste time.

***READ CRITICALLY & ANNOTATE:*** You must read your sources carefully. Highlight important stuff and annotate as you write. Choose a method of note-taking that works for you (see handout on Note-Taking Methods). With this during-reading work, you won’t end up having to go back and re-read everything just to find the text you need to quote to make your point. Be sure to do this work!

***KEEP CLEAR, DETAILED NOTES:*** Clearly label all of your notes with specific citation information at the top of the page. Record the page or paragraph numbers for any quotes and ideas you might use so that you do not make a mistake and plagiarize by accident. Highlight all quotes and paraphrases you actually use, as this is will be required when you hand in your final draft and sources.